

**STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF LOCAL GOVERNMENT SERVICES  
P.O. Box 803  
Trenton, New Jersey 08625-0803**

**INSTRUCTIONS FOR APPLYING FOR A  
A QUALIFIED PURCHASING AGENT CERTIFICATE**

(Pursuant to N.J.S.A. 40A:11-9(b), 40A:11-3, 40A:11-4.3, 18A:18A-3, 18A:18A-4.3, and N.J.A.C. 5:34-5.1)

**Instructions for Submitting Application**

Applicants for a Qualified Purchasing Agent Certificate (QPA Certificate) must complete the attached application in its entirety and file it with the Division of Local Government Services (Division). There is no fee to apply for a certificate and there is no deadline for submission. Applications may be submitted at any time. The QPA Certification does not expire; however, any professional certificates required for the designation must remain in force during the time you hold this Certificate.

The purchasing agent of a contracting unit or school district is required to hold a certificate to perform certain provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and the Public School Contracts Law (N.J.S.A. 18A:18A-1 et seq.). The QPA Certificate is necessary for the contracting unit or the school district to increase their bid threshold over the minimum amount up to the statutory maximum and for other purposes as allowed by those laws. N.J.A.C. 5:34-5.2 provides the procedures to be used for the increase of the bid threshold.

**Mail completed applications to:**

Certification Unit - QPA  
Division of Local Government Services  
PO Box 803  
Trenton, New Jersey 08625-0803

If a response is not received from the Division within four weeks of mailing an application, or if there are questions in regard to completing the application, please contact the Division's Certification Unit at 609-292-9757 or send an e-mail to [dkaminski@dca.state.nj.us](mailto:dkaminski@dca.state.nj.us).

# APPLICATION FOR A QUALIFIED PURCHASING AGENT CERTIFICATE

**Name:** \_\_\_\_\_ (\_\_\_\_\_)  
**Last First Middle Initial (County of Residence)**

**Home Address:** \_\_\_\_\_  
 \_\_\_\_\_

**Telephone Number: Work** (\_\_\_\_) \_\_\_\_\_ **ext.** \_\_\_\_\_ **Home** (\_\_\_\_) \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Business E-mail:** \_\_\_\_\_

**Personal E-mail:** \_\_\_\_\_

**Circle what type of contracting unit you are employed by:**

**Municipality County Board of Education Authority Other:** \_\_\_\_\_  
 (Please Specify)

## Part I. Qualification for Application

## Instructions

To receive a Certificate, applicants must meet two general criteria pursuant to N.J.A.C. 5:34-5.1. The following two sections explain the criteria, Service as a Purchasing Agent (A) and Education and Experience (B). In Section C, check the box that describes the criteria the applicant is using to qualify for the certificate. In Section D check the documentation (required in Section C) that is submitted with this application. Then continue to Part II unless Section C indicates it should be skipped.

### A. Service as Purchasing Agent

The applicant must have served as a purchasing agent as defined in N.J.A.C. 5:34-5.1. This provides that an applicant for a QPA Certificate “shall have served as a purchasing agent **within fifteen years immediately preceding the filing**” of the application. As purchasing agent, the applicant must have held the authority, responsibility, and accountability for purchasing activities of the contracting unit; the power to award contracts as allowed by law; **and**, must have personally performed duties that include, but are not limited to, **all of the following**:

- Preparing or reviewing bid specifications
- Evaluating bids
- Seeking or authorizing the solicitation of quotations
- Recommending or awarding contracts
- Analyzing purchasing needs on a regular basis

Name of Applicant: \_\_\_\_\_

## B. Experience and Education

The second criteria of N.J.A.C. 5:34-5.1 is that applicants must meet one of the following qualifications in regard to experience and education. Applicants must **check the box** next to the category for which they qualify. Include with the application copies of applicable certificates and/or proofs of completion of educational training. Under “Verification of Required Documentation” applicants must **check the box** next to each document they are submitting. On page four, if required, complete the information regarding experience. *Where a qualification requires the holding of a professional certificate, the certificate must remain in force during the time the individual serves as a Qualified Purchasing Agent.*

## C. Determination of Eligibility

Check the box next to the criteria for which the applicant is eligible (check only **one** box). Note the requirement for documents that must be submitted with this application.

- ☐ I have at least ten (10) years experience as a purchasing agent in New Jersey and have successfully completed Municipal Finance Administration as offered by the Rutgers Center for Government Services (*include copy of course certificate*).
- ☐ I have at least seven (7) years experience as a purchasing agent in New Jersey and hold a Certified Municipal Finance Officer or Certified County Finance Officer certificate issued by the Division of Local Government Services; or I hold a Registered Public Purchasing Specialist certificate issued by the Rutgers Center for Government Services (*include copy of applicable certificate*).
- ☐ I have at least three (3) years experience as a purchasing agent in New Jersey and hold a Certified New Jersey School Business Administrator certificate (*include copy of certificate*); or I am a School Board Manager; or a School Board Secretary who is grandfathered pursuant to N.J.A.C. 6:11-9.7.
- ☐ I have at least seven (7) years experience as a purchasing agent in the private sector and have successfully completed 50 hours of training in New Jersey procurement law and the Municipal Finance Administration course as offered by the Rutgers Center for Government Services (*include proof of training and copy of course certificate*).
- ☐ I hold a Registered Public Purchasing Official certificate issued by the Rutgers Center for Government Services; or I hold a Certified County Purchasing Officer certificate issued by the Division of Local Government Services (*include copy of applicable certificate*). **SKIP PART II below.**
- ☐ I hold a Certified Public Purchasing Official certificate issued by the National Institute of Governmental Purchasing; or I am a Certified Public Procurement Buyer; or I am certified by the federal government as a Purchasing Agent; and have successfully completed 30 hours of training in New Jersey procurement law and the Municipal Finance Administration course as offered by the Rutgers Center for Government Services (*include copy of applicable certificate, proof of training, and copy of course certificate*). **SKIP PART II below.**

Name of Applicant: \_\_\_\_\_

**D. Verification of Required Documentation**

Check the appropriate boxes of included documentation as required in Section C.

- |   |   |
|---|---|
| <input type="checkbox"/> Municipal Finance Administration Course Certificate    | <input type="checkbox"/> Registered Public Purchasing Official Certification  |
| <input type="checkbox"/> Certified Municipal Finance Officer Certification      | <input type="checkbox"/> Certified County Purchasing Officer Certification    |
| <input type="checkbox"/> Certified County Finance Officer Certification         | <input type="checkbox"/> Certified Public Purchasing Official Certification   |
| <input type="checkbox"/> Registered Public Purchasing Specialist Certification  | <input type="checkbox"/> Federal Government Certification as Purchasing Agent |
| <input type="checkbox"/> Certified Public Procurement Buyer Certification       | <input type="checkbox"/> Proof of training in New Jersey procurement law      |
| <input type="checkbox"/> New Jersey School Business Administrator Certification | <input type="checkbox"/> Other: _____<br>(Please specify)                     |

Name of Applicant: \_\_\_\_\_

**Part II. Documentation of Experience**

As applicable, complete information regarding employment experience below. Upon review of an application, the Director of the Division of Local Government Services may require filing of additional statements and proofs. If necessary, please photocopy and attach additional sheets with the application. Holders of Registered Public Purchasing Official or Certified County Purchasing Officer certificates are to skip this section.

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

Your Title: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Describe the duties that meet the criteria of being a Purchasing Agent as listed on page 2:

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Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

Your Title: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Describe the duties that meet the criteria of being a Purchasing Agent as listed on page 2:

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Name of Applicant: \_\_\_\_\_

**Part III. Other Applicants**

Are you aware of any other persons in your present contracting unit who have applied for, received, or who are eligible to apply for, the Qualified Purchasing Agent certificate?

Yes ☐ No ☐ Unknown ☐

If the answer to the above question is yes, please list the name of the person(s) below:

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**Part IV. Certification of Applicant**

*I certify that the responses made in this application and information provided with this application are correct and complete to the best of my knowledge. I am aware that intentionally making a false statement, or misrepresenting any documentation accompanying this application, will be grounds for revoking my Qualified Purchasing Agent certificate, and will be punishable under the criminal laws of this state, and may expose me to criminal prosecution and possible imprisonment.*

Print Name of Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Mail completed application and required documentation to:**

**Certification Unit - QPA  
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P.O. Box 803  
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**If you have questions:**

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